

**Contract Improvement Process  
Contract Monitoring and Administration Subcommittee  
Notes from October 12, 2006**

**Attendees:**

Harry McCabe  
Michelle Lee  
Sue Griswold  
Judy Schneider  
Clark Bolser

**Summary of Discussion Points:**

- Suggested questions from Sue and Judy for the intended survey concerning existing practices and perceived needs of agencies with regard to contract monitoring and administering.
- Harry and Michelle will combine the suggested questions and comments from DHS Contract User Group members from this week's meeting into a draft survey for final review and comment by committee members.
- The survey will be sent to the CCIT email list. If possible, the survey will be set up to be completed and submitted via the Internet.
- The committee agreed to keep its focus on that stage of the contract process from final contract approval by the State Controller to contract closeout.
- Opportunities and possibilities presented from a recognized and regular use by state agencies and institutions of "contract charters" to bring about the use of defined methodologies, specified duties and responsibilities to assigned, named employees were discussed. Sample formats for contract charters were presented and reviewed. The subcommittee believes that use of contract charters can help establish beneficial structure and accountability to state contract monitoring and administration. Challenge is to implement without placing unreasonable burden on program staff.
- The importance of Chapter 10 of the State Contracts Manual and training and certification on its principals and practices was supported.
- The role of a state contract database with regards to monitoring and administering of state contracts was discussed.
- The contrast between and among the roles of legislative mandate, executive mandate, the State Controller, State Purchasing, and other DPA offices and functions was examined and analyzed in regards to authority over and responsibility for various areas and roles in contract monitoring and administration.

The next subcommittee meeting will be Thursday, October 19, 2006 from 11:30 AM to 1:00 PM at 1575 Sherman, Human Services Building – meeting room and agenda to be announced.